Municipal Health Officer

1. Attends to the administration of the Rural Health Unit.
   A. Formulate the Annual Health Plan and submits same to the LCE.
   B. Implements health programs in accordance with the guidelines set by the Dept. of Health and under the technical supervision of the Provincial Health Officer.
   C. Develops the capabilities of his staff.
   D. Supervises all aspects of the health work.

2. Provides epidemiological and environmental health services in the community.
   A. Studies weekly notifiable disease reports, conducts investigations in times of epidemics or disease outbreaks and institute measures
   B. Supervises over the hygienic and sanitary conditions of the municipality, public and private premises:
      a. Enforce all sanitary laws and regulations applicable to the municipality and shall cause all violations to be duly penalized.
      b. Conducts inspection of food establishments and industrial establishments and issue health certificates and sanitary permits.
      c. Determine the cause of death of persons dying without medical attendance and issue the necessary death certificate.

3. Serves as the clinician of the Rural Health Unit:
   A. Holds regular consultations in the main health center and barangay health stations.
   B. Conducts physical examination of government employees, school children and applicants for permits, licenses and tests, and issues medical certificates.

4. Acts as the Medico-legal officer in the municipality:
   A. Attends to medico-legal cases and issues medico-legal reports to the chief of police, fiscal or judge.
   B. Performs autopsies upon the request of the above mentioned officials.

5. Conducts Information Education Campaign on matters of health to the public.

Rural Health Dentist

- Diagnosis and treats problems with the teeth, gums and other parts of the mouth.
- Lecture pregnant women about their oral hygiene and proper nutrition during pregnancy.
- Remove unsaveable tooth.
- Provide dental check-up and lecture about oral hygiene

Medical Technologist

- Perform routine urine examination.
- Perform hemoglobin and hematocrit determination
- Perform sputum examination
- Perform routine stool examination
- Perform Blood typing
- Perform Blood test for malaria microscopy
- Perform HIV screening
- Perform Syphilis test
- Perform Extraction for measles patients
- Perform Gram's staining
- Encoding of results
- Submission of report quarterly

**Rural Health Nurse**

- Technical supervision over the midwives on the implementation of Department of Health Programs.
- Help, prepare and formulate health plans.
- Attend medical consultations and refer cases needing further diagnostic skilled care by a physician and other agencies
- Analyse and consolidate health programs reports.
- Submit accurate and timely reports.
- Monitor and evaluate various health programs quarterly, semi-annual and annually.
- Participate in development programs of other midwifery personnel and students and other community workers.
- Participate in an educational outreach studies and research.
- Establishes a good working relationship with the different community organizations, non-government organizations specially the barangays and involve them in the implementation of health programs.
- Assist in the conduct of disease surveillance.
- Conduct health education and training.
- Coordinate with the public associates and to ensure timely data collection and reporting
- Participate in the data gathering and response during health emergencies and disasters

**Rural Health Midwife**

1. Work with the Public Health Nurse in planning and evaluating health services at the barrio level.
   - Participates in determining health needs of individuals, families and the community.
   - Assists in planning and organizing clinic in the barangay
   - Prepares monthly schedule of activities in coordination with the physician, nurse, sanitary inspector or other health workers
   - Plans for activities in the clinic, follow up in homes and field visits the community.
2. Provides midwifery services in the barangay.
• Gives direct care to normal, child bearing women during pregnancy till the end of puerperium as well as to normal new born infants.
• Refers to physician an or nurse and appropriate agencies for pregnant post-partum women and new born babies with suspected abnormalities and problems.
• Identifies individuals and groups in the barangay who can contribute to care of mothers and infants
• Arranges for or seeks help in the organization of individuals and groups to support activities in relation to mothers and infants.
• Arranges for or seeks help in the organization of individuals and groups to support activities in relation to mothers and infants.

3. Carries out medical and nursing functions as specified in the operational manual for nursing personnel
   • Conducts clinic which includes:
     Obtaining clinical history.
     Performing simple routines, physical and laboratory exams.
     Administering agency and therapeutic measures.
   • Refers cases needing further diagnostic and more skilled care by a physician and other agencies.
   • Keep accurate records of medical and nursing care rendered in the clinic, homes and community.

4. Guides volunteers or clerks assigned to clinic and other health activities.
5. Accomplishes and submits reports of activities and needs for supplies including: vaccines, health education and repairs of equipment to public health nurse.
6. Participates in development programs for herself, or other midwifery personnel, students and other community workers.

Sanitation Inspector

a) Administration
   1. Plans programs for environmental sanitation together with the Municipal Health Officer (MHO) and request the necessary budget from the authorities concerned.
   2. Participates in the total health program and planning of the community, staff meetings, community meetings, conferences and trainings, etc
   3. Prepared sanitation reports and maintains proper filing system and updates sanitation records.
   4. Establishes good working relationship with the different community organization, especially the barangay, and involves them in the planning and implementation of the sanitation activities.
   5. Attends to complaints and legal matters in relation to his work.

b) Environmental Sanitation
   1. Water Sanitation – Assist in the provision and maintenance of safe and adequate water supply to the community.
2. Excreta and sewage disposal – Assists in the provision and maintenance of sanitary disposal facilities for human excretement and sewage.

3. Food Sanitation – Assists in the provision of safe and wholesome food consumers through proper enforcement of sanitary rules and regulations and training of food operators and food handlers.

4. Solid waste management – Helps and promotes in the provision sanitary storage facilities, and proper collection and disposal of solid waste either by individual, group or municipal system.

5. Insect and vermin control – Assists in the elimination of breeding and harbourage places and conducts or guides organized control programme.

6. Public place sanitation – Assists in the provision of sanitary facilities and maintenance of the sanitary condition in public places such as schools, public buildings, parks, playgrounds, public transports, air and sea ports, swimming pools, bars, hotels, amusement and recreational centers, etc.

7. Environmental protection – Establishes close working relation with the environmental protection agencies.

8. Routine inspection – Carries out routine inspection in accordance with the standard frequency for the different fields of environmental sanitation, using the prescribed form and is required to conduct non-routine inspection from time to time as the need arises.

9. Health education – Assist in the implementation of health education activities especially those activities related to environmental sanitation.

10. Referral – Give technical advice and guidance along environmental health to midwives/public health nurse in their assignment areas, when needed.

c) School Health
   1. Take part in the inspection and supervision of sanitary facilities in the school buildings.

d) Control of communicable diseases
   1. Help conduct epidemiological investigation under the supervision and authority of the Municipal Health Officer.

   2. Institute control measures under the guidance of the health officer and/or sanitary engineer.

e) Other duties that may be assigned by superior officers.

**Administrative Assistant**

- Performs general clerical duties but not limited to: photocopying, faxing, organizing and filing of data records
- Coordinates and maintain records for staff
- Assisting in daily office needs
- Answer incoming calls and assume other receptionist duties when needed.

**Ambulance Drivers**

- Conduct/transport patients to hospital of choice-twice a week.
• Maintenance of ambulance monthly.

**Birthing Station Staff**

• Attend normal deliveries.
• Provide Post-partum care.
• Initiates breastfeeding.
• Conduct counselling on Family Planning.
• Render New-born Care.
• Provide needed immunization within 24 hours.
• New-born screening within 48 hours to 1 week.